

STUDENT ILLNESS AND INJURY

Background

The District endeavours to ensure the safety and well-being of the students of the District. Therefore, it is District practice to provide sick or injured students with appropriate medical attention. To implement this Administrative Procedure effectively, the following procedures will be followed:

- In the case of emergency treatment being required, the student shall be transported by ambulance to a hospital. There are infrequent circumstances, as a result of remote location or unavailability of ambulance, where approved staff may transport students if deemed by the First Aid attendant that it is safe to do so.
- In the case of non-emergency treatment being required, the student will be treated by a first aid attendant, the Principal, or other designated staff person.
- In the event of sickness or accident, the student's parent shall be notified by an attending adult as soon as possible.

Procedures

1. Every school in the District is required to ensure that at least two staff members possess a minimum Level 1 current First Aid Training Certification. The District will cover the costs of training and in-service for staff.
2. All noon-hour supervisors at all schools shall have a minimum Level 1 current First Aid Training certificate.
3. For field trip first aid requirements, refer to Administrative Procedure 260 – Curricular Field Studies and Extra-Curricular School Trips.
4. All Principals are required to have a designated inside location where a District approved first aid kit will be placed. For all outdoor activities, including recess and lunch, a portable kit is also to be available.
5. During the first week of each school year, the Principal is to review with all staff the school's first aid procedures for caring for sick and/or injured students. Reference must be made to this Administrative Procedure. Staff are to be informed of the location of information regarding students who may require "special" medical assistance. Staff members that require and/or possess current first aid training are to be identified at this time.
6. Given all staff are to act as a prudent parent in the case where students become ill or injured, they shall provide first aid to their level of current first aid training when needed. Principals

have the authority to call upon such staff to attend to student illness and injury outside of their educational assignment.

7. All staff are to be made aware of the District's monitoring expectations regarding the timely notification of parents in cases of student accidents during the review referred to in section 5 above.
8. By the end of the first full week of October of each year, all schools must register with the District Health and Safety Officer the names and certificate copies of all Level 1 and Level 2 trained staff, along with the completed District Assessment form. Each Principal will keep a copy of this file in their office. Principals are to copy and file copies (not originals) of certificates.
9. All staff are to be made aware that the [Schools Protection Incident Report](#) is to be completed online and filed as soon as possible following an accident involving a student. Completion of such forms is the responsibility of the Principal.

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act
Good Samaritan Act
School Regulation 265/89

Approved: August 15, 2021
Revised: February 10, 2026